

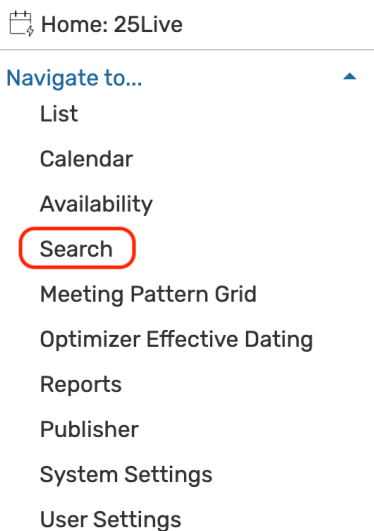
Creating Locations



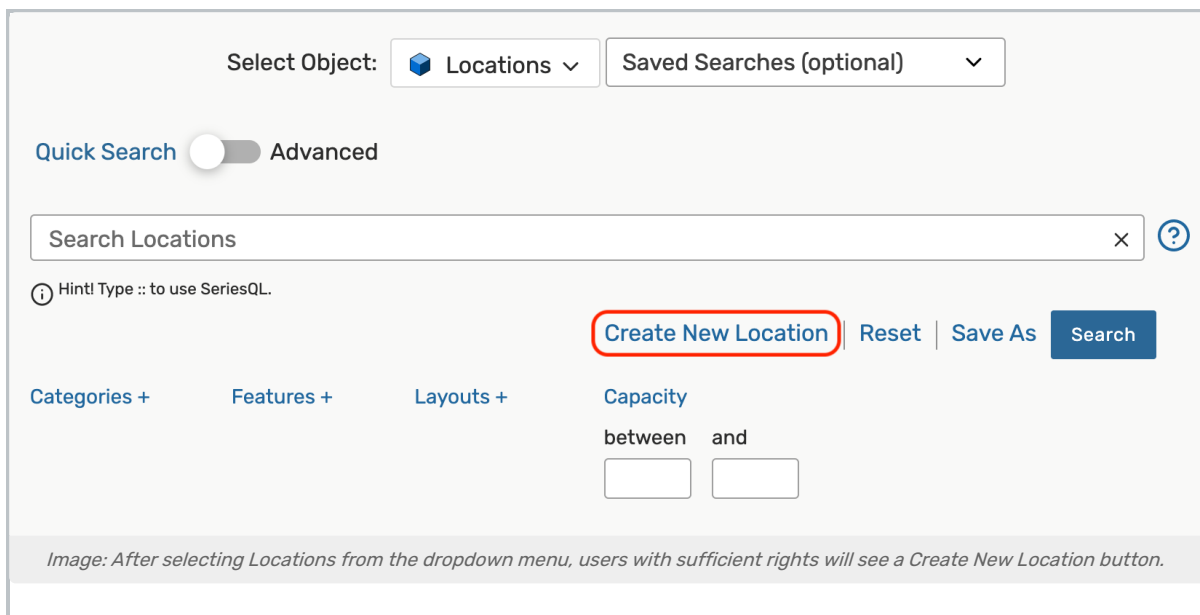
Security Note

In order to use this feature, your 25Live user must have appropriate permissions (Administrative: 11.0 *Create and Copy Locations*) in [Group Administration](#).

1. To create a new location, use the **Search** link in the 25Live **More** menu to navigate to the search page.



2. In the **Select Object** dropdown menu, select **Locations**
3. Below the location search bar, click **Create New Location**



Select Object: Locations Saved Searches (optional)

Quick Search ☐ Advanced

Search Locations × ?

i Hint! Type :: to use SeriesQL.

Create New Location | Reset | Save As | Search

Categories + Features + Layouts + Capacity

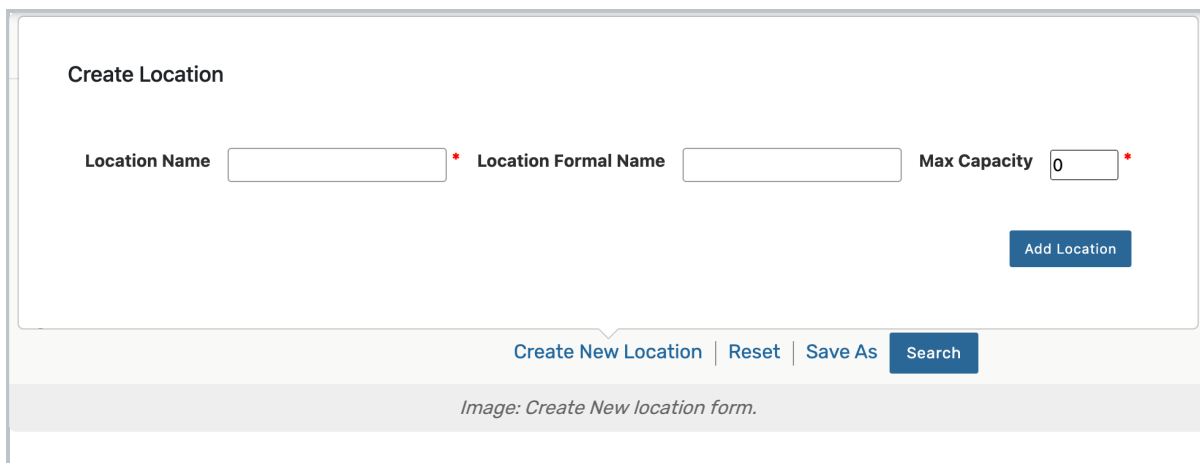
between and

Image: After selecting Locations from the dropdown menu, users with sufficient rights will see a Create New Location button.

4. Fill out the required fields:

- **Location Name**
- **Location Formal Name** *(optional)*
- **Max Capacity**

5. Save by selecting the **Add Location** button



Create Location

Location Name * Location Formal Name Max Capacity 0 *

Add Location

Create New Location | Reset | Save As | Search

Image: Create New location form.

The location will be saved with the [default security settings](#) configured in Group Administration.

After saving, you will be routed to the [Location Details](#) page. There, you can view or [edit](#) associated information for your new location.